



JOB DESCRIPTION
PLANNER
(COMPREHENSIVE PLANNING DIVISION)
PLANNING

NEWPORT NEWS, VA
CITY OF OPPORTUNITY

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
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GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position performs professional-level work in all areas of comprehensive planning and special projects. Reports to the Manager of Comprehensive Planning.

There are two (2) higher levels of Planner distinguished by the level of work performed and the qualifications of the employee.

ESSENTIAL JOB FUNCTIONS

Assists in development of planning studies and reports in support of new and updated plans, programs and regulations. Evaluates or assists in the evaluation of physical, social and economic conditions for plans and studies. Assists with preparation, updating, maintenance and implementation of the City's comprehensive plan; prepares area, neighborhood and park plans as required. Interacts with the public and other City departments and organizations to obtain and provide information and assistance in a variety of circumstances.

Collects a variety of statistical data and prepares reports and maps presenting information for use in planning studies and by other City departments, various organizations, and the public. May be responsible for providing demographic data to Federal and State agency representatives, customers, and employees. Coordinates with the U.S. Census Bureau, Weldon Cooper Center for Public Services, and Hampton Roads Planning District Commission (HRPDC) to estimate and forecast population and development, and maintain and input statistical information such as zoning and land use. Perform statistical studies and reports, including the Annual Development Monitoring Report and the citywide Statistical Profile.

Creates presentation materials for various stakeholders, utilizing numerous software applications to generate reports, graphics and other visual media. Helps coordinate public engagement activities and facilitate a variety of planning activities. Conducts field investigations and assessments, and attends evening and weekend meetings as needed. Will work independently and in a team environment as needed.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- **Planning** - Comprehensive knowledge of philosophies, practices, principles and techniques of city planning process as they pertain to accepted comprehensive planning methodology. Knowledge of principles and practices of research and data collection.
- **Policy and Procedures** - Comprehensive knowledge of the City ordinances, codes and regulations pertaining to planning.

REQUIRED SKILLS

- **Interpersonal Relationships/Customer Service** - Develops and maintains cooperative and professional relationships with City employees, the general public, and a variety of other stakeholders. Able to effectively handle routine inquiries and complaints from or disputes with customers.
- **Computer Skills** - Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy. Knowledge of techniques in preparing maps, charts, plans, sketches and other graphics utilizing a variety of software applications.
- **Critical Thinking** - Using logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, forecasting, conclusions or approaches.

REQUIRED ABILITIES

- **Time Management** - Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.
- **Communication** - Excellent ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of customer service issues with tact and diplomacy in a confidential manner.

EDUCATION AND EXPERIENCE

Planner I - Requires a Bachelor's Degree in Planning, Architecture, Landscape Architecture or a closely related field, or an equivalent combination of education and experience.

Planner II - Requires a Bachelor's Degree in Planning, Architecture, Landscape Architecture or a closely related field and 1-2 years of related planning experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.

- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.